

## TIPS FOR READY KIDS REGISTRATION

The Kentucky Governor's Office of Early Childhood is excited to present the Inaugural Ready Kids Conference June 16-18, 2014. As Kentucky's premier professional learning opportunity, the Ready Kids Conference will host a variety of early childhood professional and advocates. Registration logistics for the Ready Kids Conference are being handled by our partner agency, the Kentucky Association of School Administrators (KASA). This TIPS sheet is to help you register for the conference through KASA's website. If you have any questions during the registration process, please do not hesitate to contact the Governor's Office of Early Childhood at 502-782-0200 or KASA at 502-875-3411.

- 1) You will be asked to pre-register for your breakout sessions. Please review session descriptions and conference schedule on the kidsnow.ky.gov before clicking the Registration Link.
- 2) Upon clicking the Registration Link from the kidsnow.ky.gov web page, you will be taken to a KASA web page, where you should see the 'event' Ready Kids Conference.
- 3) You will be required to create a user name and password in order to register for Ready Kids. Upon creating a user name and password, you will be asked for basic registration information, including specific details in order to input your information into the Early Care and Education Training Records Information System (ECE-TRIS) to record professional development training hours for Ready Kids. For more information, see the Professional Development link from the Ready Kids web page.
- 4) Once you create a username and password, you are signed in, and you should see two large buttons, one that reads 'Register Myself' and one that reads 'Register Someone Else.' Please click Register Myself.

 **Ready Kids Conference - June 16-18, 2014**

Kentucky's Ready Kids Conference 2014: Grow, Learn, Succeed KY Governor's Office of Early Childhood

When: 6/16/2014 - 6/18/2014

**Register Myself**

**Register Someone Else**

My Registration Status: Not Registered

- 5) You will then choose a 'registration option' based on what days you plan to attend Ready Kids. You must choose one of these options before you will be allowed to choose your individual breakout sessions. The general registration rate already includes the Early Bird Discount of \$25. After May 1, this total will reflect \$225.00.

Please select a registration option.

Registration Options	Price
<input type="radio"/> General 3-Day Registration	200.00
<input type="radio"/> Monday/Tuesday Registration	150.00
<input type="radio"/> Monday/Wednesday Registration	150.00
<input type="radio"/> Tuesday/Wednesday Registration	150.00
<input type="radio"/> Monday Only Registration	75.00
<input type="radio"/> Tuesday Only Registration	75.00
<input type="radio"/> Wednesday Only Registration	75.00

- 6) Next, you will choose breakout sessions. Please be sure to choose a breakout session for each breakout time you will be in attendance. *(For example, if you are attending the whole conference, you will choose One Monday Session, Three Tuesday Sessions, and Two Wednesday Sessions. Sessions for the special event at the Science Center on Tuesday evening are under Tuesday, June 17.)*



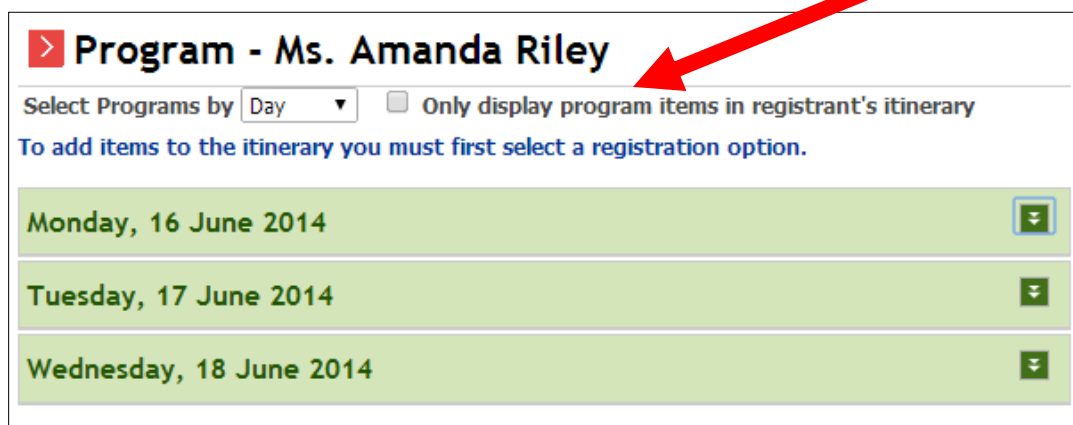
**> Program - Ms. Amanda Riley**

Select Programs by Day ▾ ☐ Only display program items in registrant's itinerary

To add items to the itinerary you must first select a registration option.

Monday, 16 June 2014	<span>▾</span>
Tuesday, 17 June 2014	<span>▾</span>
Wednesday, 18 June 2014	<span>▾</span>

- 7) Once you've chosen all applicable breakout sessions, you may click "Only display program items in registrant's itinerary" above the breakout session choices. This is a way to double check that you have chosen the sessions you would like to attend.



**> Program - Ms. Amanda Riley**

Select Programs by Day ▾ ☐ Only display program items in registrant's itinerary

To add items to the itinerary you must first select a registration option.

Monday, 16 June 2014	<span>▾</span>
Tuesday, 17 June 2014	<span>▾</span>
Wednesday, 18 June 2014	<span>▾</span>

- 8) Once you've chosen your breakout sessions, you will click the blue button on the bottom right of your screen that says "Proceed to Checkout."
- 9) On the next screen, your total cost should already be generated, based upon your selection of 'registration option' in Step 5 of this instruction sheet. If you chose a Science Center session for the Tuesday evening event, a \$20 fee will be added to your total cost.
- 10) Under "Payment Details" you have three choices.
- You may choose to "Pay Now" by credit card.
  - If your school district will pay by Purchase Order (PO) and requires an invoice, you may choose "Pay Later," and enter the PO number. There is no need to send further documentation.
  - If you plan to send a personal check you may type "CHECK" in the PO field.

Please mail payment to KASA, 87 C Michael Davenport Blvd, Frankfort, KY 40601.